

WISCONSIN



DWD

Re-employment
Services

Unemployment Insurance (UI) Information



Online Benefit Services: my.unemployment.wisconsin.gov

For help using online services call: 414-435-7069



Where Does Funding Come From?

UI is a **federal-state program** financed through **taxes paid by employers** on their **employees' wages**:

- Taxes paid by Wisconsin employers into the Wisconsin UI fund are used to pay UI benefits directly to claimants
- UI is not an entitlement program, nor is it funded by individual civilian taxpayers



Unemployment Insurance (UI) Information

- The purpose of UI is to provide **temporary assistance** until you can secure another job
- Re-employment and Eligibility Assessment services can help you **develop** the **skills** you need to **find** and **receive offers** of new employment
- Until you do, there are eligibility **requirements** that must be met to continue receiving UI benefits
- You are required to read the UI handbook dwd.wisconsin.gov/uiben/handbook
- Work Search Requirements video is available online dwd.wisconsin.gov/ui/worksearch



Required Work Search

- You are required to complete at least **4 work search** actions each week
- Benefits may be **denied** if you fail to do so
- **Federal law** requires that UI conduct random work search audits
- Keep a complete and accurate record of your work search actions and acceptable proof for at least **1 year** after you stop filing for UI



Required Work Search

- Continue looking for work unless **UI directs** you to stop
- You must **apply** for a job for it to count as a work search action
- **Looking at job ads** or **contacting employers** to inquire about jobs **does not count**

Required Work Search

Valid Work Search Actions and Acceptable Proof

Examples of Valid Work Search Actions and Acceptable Proof (list is not all-inclusive)	
Examples of Valid Work Search Actions	Acceptable Proof
Mandatory JCW registration/participating in mandatory re-employment services.	UI confirms with JCW. Keep copy of email confirmation.
Submitting résumé or application IN PERSON to employer that has openings/is taking applications.	Document the details (date, name and phone number of employer, name and title of contact).
Submitting résumé or application ONLINE to employer that has openings/is taking applications.	Copy of email confirming résumé or application received. Note: This is needed even if submitting application or résumé through JCW.
Applying for civil service position on wisc.jobs.	Copy of email confirming résumé or application received.
Non-mandatory re-employment services (training supplied by the Job Center of Wisconsin to help you get a job, but not a required activity).	Document activity, location (in person or online), and date of participation.
Registering with placement facility, temporary help agency, or head hunter.	First time registration with each facility/agency only. Electronic or paper copy of registration form or copy of email confirming registration.
Posting résumé on employment website (e.g. Indeed.com, CareerBuilder.com).	First time posting with each website only. Copy of email confirming receipt of résumé.
Meeting with a career counselor.	Document details (date, name and phone number of career counselor).
Participating in job interview.	Document details (date, name and phone number of the employer, name and title of contact).
Participating in professional work-related networking group/event.	Keep registration confirmation, ticket, or name badge showing name and date of event.
Creating a personal user profile on professional networking site (e.g. LinkedIn.com, MyOpportunity.com).	Screenshot of the profile which could be verified by the state agency.
Using online career tools such as job match advisors, other national job boards, or mySkills myFuture.	Screenshot of the results from tools used.
Examples of Invalid Work Search Actions (list is not all-inclusive)	
<ul style="list-style-type: none"> • Viewing job leads (but not applying). • Contacting employer to learn that no openings exist/applications are not being taken. • Submitting application to same employer within 4-week period (unless a new job becomes available/posted). • Subsequent/duplicate posting of résumés on job search websites (unless part of application for specific job). • Submitting application for work that is not reasonable considering your training, experience, duration of unemployment, and availability of jobs in your labor market. 	

Examples only – List is not all-inclusive



Work Search Information

Work Search Action

Note: The department may request proof of your work search actions at any time.

[Work Search Help](#)

- ☐ **Supplied résumé directly to employer**
- ☐ **Filled out application**
- ☐ **Took civil service exam**
- ☐ **Registered for work with placement facility**
- ☐ **Posted résumé on employment website (e.g. Monster.com)**
- ☐ **Registered with a headhunter**
- ☐ **Met with a career counselor**
- ☐ **Interview**
- ☐ **Attended job fair or career expo**
- ☐ **Completed WI Job Service mandatory work registration**
- ☐ **Living Out of State: Completed Work Registration in State of Residence**
- ☐ **Participated in mandatory DWD Re-employment Service**
- ☐ **Participated in non-mandatory DWD Re-employment Service**
- ☐ **Attended non-DWD workshop/class focused on re-employment**
- ☐ **Other**

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Image is an example screen only



Work Search Information

Work Search Detail

Work Search Action
Filled out application

Date application was submitted to employer

Method application was submitted

☐ In person
☐ Mail
☐ Through employer's website
☐ Email
☐ Other

Company/Employer Name

Provide the address of employer
☐ I have a Canadian work search address.

Street
(optional)

City
(optional)

State
(optional)
- Select One -

ZIP Code
(optional)

Employer contact phone number
(optional)

Job title(s) applied for

Result of application

☐ Still waiting to hear back from employer
☐ Hired
☐ Employer contacted me for additional information
☐ Interview scheduled or completed
☐ No openings existed/Applications were not being accepted
☐ Did not get the job
☐ Other

- Date
- Business/Employer name
- Address, phone number, and/or URL/website if contacted online
- Name of person contacted
- Type of work sought
- Result of contact

The screen on the UI claimant portal changes based on the method of work search action.
Image is an example screen only



Able and Available for Work

- You must be ready, willing and available to accept suitable **full-time** work on your primary shift
- You must be physically able to perform suitable work, but you may still be eligible for benefits, even if you have any restrictions (e.g., medical)
- The longer you remain unemployed, the more you must expand the types of work you are willing to accept
- You must notify UI of any changes in your status (e.g., school or self-employment)

Refusing Work

- You must report refusing **any** work on your initial UI application and weekly UI claims
- Any time you **refuse work** it can **affect your UI claim**

Temporary Help Agencies

- Sometimes working through a staffing agency is the quickest way to become hired by a company
- Make it clear what type of work, rate of pay, hours and locations you will accept when completing the application
- Make sure you follow their requirements for contacting them immediately at the end of each assignment and/or weekly when an assignment ends
- The **temporary help agency is your employer of record**, not where you are placed for the work/assignment



School/Training Attendance

- Any **training funded by** any **DWD-administered program** is approved (e.g., Trade Adjustment Assistance program, Workforce Innovation and Opportunity Act programs, CDL training and boot camps)
- Approved training is typically **full-time** and working toward an Associate degree or less at an accredited school
- *If your training is approved by UI, you do not have to meet the able and available requirements and **no work search** is required while you are enrolled*



General Information



Veterans

The Jobs for Veterans Act makes priority of service available for U.S. Department of Labor (DOL) funded job training programs for:

- Covered Veterans
- Eligible Spouses of Covered Veterans

Priority of Service Programs include:

- WIOA Adult and Dislocated Worker
- Wagner-Peyser Employment Service
- Trade Act Programs
- National Emergency Grants
- Migrant and Seasonal Farm Worker Program
- Senior Community Service Employment Programs
- Indian and Native American Program
- Job Corps
- WIOA Demonstration Projects
- Labor Market Information Grants
- Career One-Stop Electronic Tools
- Other Internet based self service tools operated by DOL programs



Please call 888-258-9966 for more information



Registered Apprenticeship



Earn good wages on-the-job **and** in the classroom!

- 90% on-the-job learning at the work site
- 10% related formal instruction
- Earn nationally-recognized credentials
- An agreement between an apprentice, a sponsor (usually an employer), and DWD

Example industries and occupations

IT (Software Developer, Help Desk)

Construction (Carpenter, Plumber, etc.)

Adv. Manufacturing (Mechatronics)

Service (Barber, Cosmetologist)

Health Care (Medical Asst.)

Financial Services (Financial Advisor)



Registered Apprenticeship



Why Choose Wisconsin Apprenticeship?

An apprenticeship is an “earn while you learn” program providing on-the-job training and related instruction. The employer teaches the skills of the occupation. An area technical college or private training center teaches the theoretical knowledge pertaining to the specific occupation.

Explore Wisconsin Apprenticeship



Registered Apprenticeship
Learn an occupation on-the-job



Youth Apprenticeship
Explore a career cluster in high school



Certified Pre-Apprenticeship
Prepare for an occupation or industry

WisconsinApprenticeship.org



Your Local Job Center

- Computers with internet access:
 - Complete online applications
 - Check email
 - Online job search
 - Conduct company research
- Free use of the following for work search-related purposes only:
 - Faxing (upon request)
 - Photocopier (upon request)
- Limited staff assistance with
 - Resumes
 - Interview skills
 - Applying for jobs online



Where to Look For Available Jobs



A proud partner of the  American Job Center® network

- Employers verified before allowed to post
- Use Advanced Search, Skills Match Search and Occupational Category searches to explore jobs
- Workforce and Hiring Events calendar
- Virtual Workshops



Where to Look For Available Jobs

wisc.jobs



Work Search Information



Identify Barriers to Employment

A barrier is a condition or personal situation that makes it more difficult (but not impossible!!) to find or keep a job.

Some barriers follow:

- Age
- Criminal record
- Disabilities
- Disadvantaged background
- Domestic violence
- Drug/Alcohol abuse
- Education
- Employer biases
- Parent of child w/ special needs
- Housing issues/homelessness
- Job search skills
- Lack of basic employability skills
- Limited English proficiency
- Long-term welfare recipient
- Mental illness
- Needs job-related training
- Needs child care assistance
- No high school diploma
- No transportation
- Gaps in employment



Market Yourself

- Develop a **15-20-second “elevator speech”** or **“commercial”** that advertises your experience, skills, abilities and goals to potential employers
- Identify **what sets you apart** from other job seekers in your field
- Deliver the message:
 - At career and job fairs
 - On resume or cover letter
 - While making cold calls or leaving voicemail messages to employers
 - When participating in networking events
 - During job interviews when asked “Tell me about yourself”
 - At volunteer sites
 - When speaking to your family and friends about your job search
- **Practice makes perfect** – The more you practice, the more confident you will be when delivering the message



Applications

- Application (online or on paper) is a legal document – don't lie
- Apply directly on employer's website rather than through a job posting site (e.g., Monster or Indeed)
- Most websites will require you to make a username and password
- Required fields will have a red asterisk by them *
- E-Verify proves your legal status to work in the US (SSN required)

Online Applications: Applicant Tracking Software

- Able to filter applications automatically based on given criteria:
 - **Examples:** Keywords, skills, past employers, years of experience, schools attended, etc.
- Used by most major corporations
- Use **Search Engine Optimization** techniques when creating and formatting your resume
 - Use this technique by including keywords on your resume to match it to job postings

HINT: Use tagcrowd.com to identify keywords in the job ad



Showcase Soft Skills

Also known as employability skills, soft skills are:

- Strong work ethic
- Positive attitude
- Time management abilities
- Problem-solving skills
- Being a team player
- Flexibility/Adaptability
- Ability to accept & learn from criticism
- Self-confidence
- Working well under pressure
- Leadership/Team building
- Goal-oriented self-starter
- Strong multitasking ability
- Conflict Resolution



Remember: Actions are louder than words!

Pre-Employment Assessments

- 4 main assessment types:
 - Aptitude
 - Personality
 - Skills
 - Job Knowledge
- Purpose of assessments:
 - Can be performed at any point during the hiring process
 - Used to determine employee fit and reduce turnover
- Tips for taking assessments:
 - Relax, don't rush
 - Read the instructions
 - No way to prepare
 - Be honest



Resume Checklist

Minimum Requirements

- ☐ Has name and appropriate contact information (phone and email address)
- ☐ Has at least 7 – 10 years of work history (unpaid work counts as experience)
- ☐ Has company name and job title included in work history
- ☐ Has clean formatting (alignment, white space, bullets, fonts, section headers, etc.)
- ☐ Does not use “I,” “me,” or “my” statements
- ☐ Has correct spelling, grammar, capitalization and punctuation
- ☐ Is appropriate length (1 – 2 pages for most occupations). 1st half of 1st page is critical – you get less than 15 seconds!
- ☐ Includes adequate information related to skills and qualifications
- ☐ Includes a combination of both hard and soft skills
- ☐ Resumes need to be modified for each job application
- ☐ Do not forget to follow up 5 – 7 days later after submission



Resume Example

YOUR NAME

555-555-5555 | yourname1234@gmail.com | www.linkedin.com/in/yourname

Professional Summary

Ten years of experience in sales and marketing management. Recognized for ability to effectively communicate and work with colleagues, clients and senior management. Proven ability to increase profitability and customer loyalty.

Skills

- Social Media Marketing
- Radio & Print Advertising
- Writing & Grammar
- Reliability
- Supervision & Training
- Contract Negotiation
- Desktop & Web Publishing
- Good Time Management Skills

Experience

Marketing, Assistant Manager 2018-2022
Rebound Construction LLC, Kenosha, WI

- Expanded markets and sales an average of 9% each year
- Drove increased sales through creation of a social media presence
- Reengineered advertising effort to focus on modern direct marketing strategies and target population metrics

Loan Officer 2015-2018
Big Lender, Inc., Burlington, WI

- Ranked among the top 15% profit earners in the region
- Processed high volume of mortgage loans earning annual bonuses for accuracy and customer service
- Established marketing tools that were implemented companywide

Travel Agent 2014-2015
Merrymore Travel, Racine, WI

- Responsible for corporate travel accounts generating \$1.8 million dollars of annual revenue
- Earned customer loyalty through honest and enthusiastic sales attitude

Education

Ace Business College, Livervista, CA
Associate in Communications



References

- Ask your references for permission to provide their contact information to potential employers
- Give your references information regarding the position
- Have at least 3 employment-related references
- Contacts from unpaid work could be used as a reference
- Include your reference's relationship to you and their contact information
- List references on separate page to submit during an interview, including header with your contact information

Reference Page Example

YOUR NAME

555-555-5555 | yourname1234@gmail.com | www.linkedin.com/in/yourname

References

Susie Smith

Relationship: Supervisor at XYZ Law Firm

Susie.smith@xyzlaw.com

Madison, WI

608.555.5555

Joe Jones

Relationship: Manager at EFG Manufacturing Company

Joe.jones@efgmanufacturing.com

Wausau, WI

715.555.5555

Jim Baker

Relationship: Owner at Baker's Steakhouse

Jim.baker@primerib.com

Green Bay, WI

920.555.5555



Interview Preparation

- Do internet research on company prior to interview
- Know the company's products/services
- Identify the company's challenges
- Know where the interview is being held
- Get a good night's sleep the night before
- Wear neat, clean and well-fitting clothes that you feel confident in

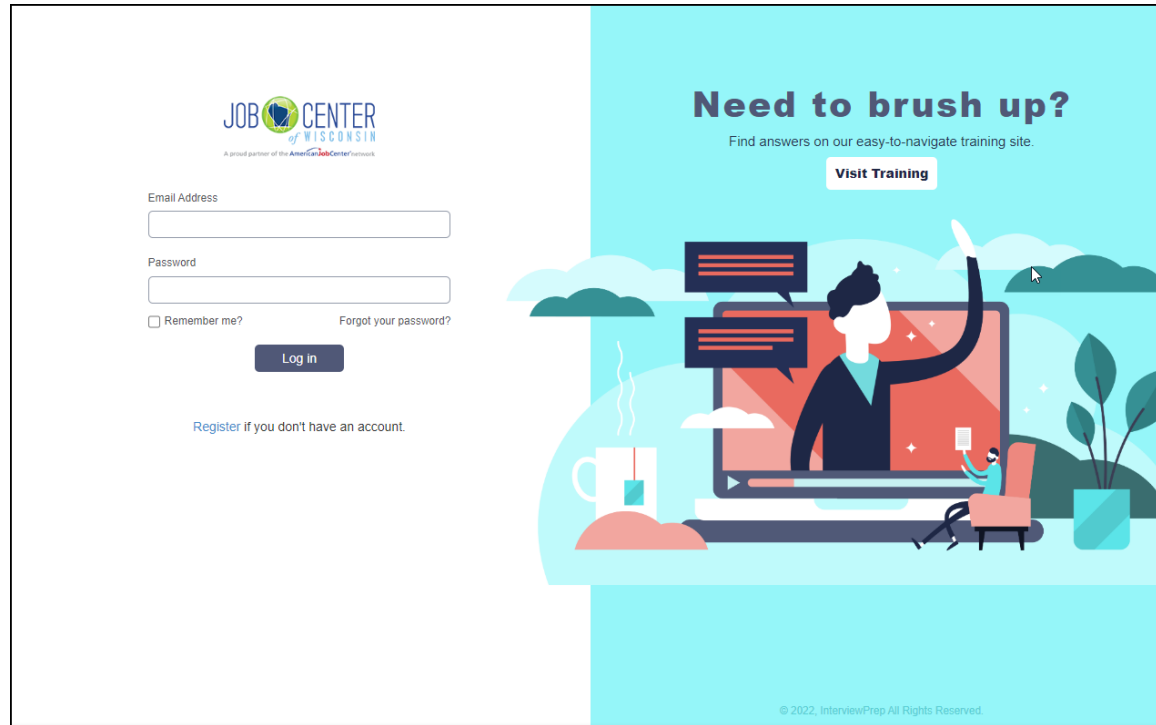


Attend an Interviewing Workshop!



Video Interview Practice

dwdwisconsin.interviewprep.app



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Email Address

Password

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[Visit Training](#)

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- Free online tool available through Wisconsin Job Centers
- See how you look and sound responding to interview questions
- Get in-person and remote feedback from Job Center staff
- Practice from anywhere with an internet connection and web cam



Phone and Virtual Interviews

Phone Interviews:

- Be in quiet area
- Check your phone signal and battery level
- Stand or sit up straight
- Review job posting
- Smile!
- Have resume on hand

Virtual Interviews:

- Be aware of your surroundings
- Dress for success!
- Be prepared to share your resume



In-person Interviews

- Arrive 15 minutes early
- Be polite to everyone you meet while onsite
- Greet each person, make eye contact and smile
- First 5 minutes of the interview are critical
- Be aware of your non-verbal cues
- Avoid Cell phone use and use Airplane mode
- Understand your strengths and weaknesses
- Be prepared for a panel interview
- Be prepared for behavioral-based questions
- Ask your own questions
- Thank the interviewer for taking time to meet with you and request a business card/email address

Follow-Up/Thank You Notes

Follow-up is your final marketing tool



- Send a thank you letter, note or email to every interviewer immediately afterwards or within 24 hours:
 - **Email:** Fastest, acceptable and most preferred method
 - **Handwritten notes:** Stand-out to potential employers
- Promote yourself as a candidate!!

Next Steps

- You have now completed the video portion of your session.
- You must check the **Acknowledgement** box once the video has ended.
- You must then **schedule** and **attend** an individual Re-employment Services session before your **deadline date**.
- You may schedule on JobCenterofWisconsin.com or by calling 888-258-9966.



Contact Us

Job Service Call Center

888-258-9966

JobCenterofWisconsin@dwd.wisconsin.gov



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